

INSOLVENCY ADMINISTRATION Course Policy and Guidelines

The Association requires that all students and their sponsors review this document prior to registering new students in the course.

History:

CAIRP designed the Insolvency Administration Course in 1989 because General Members asked the Association for a course to help them train their support staff. In 1994, the course was opened to staff of the Office of the Superintendent of Bankruptcy in an effort to help improve their understanding of the insolvency process from the practitioner's perspective. Today the course remains restricted to employees of members and staff of the OSB, as well as to staff of the Canada Revenue Agency (CRA).

Role of the Sponsor:

Sponsors are required to log on to D2L's Brightspace to monitor their candidate's progress, in addition to marking their assignments in modules 8 and 9. In module 8 and 9, sponsors must use their knowledge and experience in the industry to assess these two assignments (there is no marking key). A sponsors guide will be available on the learning platform D2L in case they need guidance and instructions on how to complete the requirements.

Sponsors must be willing to:

- Ensure their students are registered properly to complete the 19 lessons online;
- Monitor their student's progress as they complete their lessons;
- Sit down and discuss any lesson as needed, with each student to ensure he/she understands

The Association believes that sponsors directly influence the quality of learning that the student receives while doing the course. Members have commented that the completion of the course is seen as an asset when considering otherwise equally qualified candidates for employment. This can only be held true if all sponsors maintain the same high level of integrity and support for their staff in the course.

Enrolling new students:

The course operates on continuous enrolment; applications are accepted throughout the year. The Association can only process those applications that are complete online and accompanied by a cheque (or credit card information) for the full fee amount. Students will apply to the course and pay for the corresponding application fee first. Once the application is reviewed and approved, instructions on how to complete the registration and pay for the course fee will be sent to the students. Access to the online course will be received only once the application has been approved



and full payment received. Note that the fees below relate to the course only. **A separate exam fee is charged** (see [Exam Policy and Fee Structure](#))

Course Fee Structure:

AB, BC, SK, MB (5%)	Quebec	ON (13%)	NB, NL, NS, PE (15%)
Application Fee \$50.00	Application Fee \$50.00	Application Fee \$50.00	Application Fee \$50.00
GS <u>\$2.50</u>	GST(5%) \$2.50	HST <u>\$6.50</u>	HST <u>\$7.50</u>
	QS (9.975%) <u>\$4.99</u>		
Total \$52.50	Total \$57.49	Total \$56.50	Total \$57.50

AB, BC, SK, MB (5%)	Quebec	ON (13%)	NB, NL, NS, PE (15%)
Course Fee \$650.00	Course Fee \$650.00	Course Fee \$650.00	Course Fee \$650.00
GS <u>\$32.50</u>	GST(5%) \$32.50	HST <u>\$84.50</u>	HST <u>\$97.50</u>
	QS (9.975%) <u>\$64.84</u>		
Total \$682.50	Total \$747.34	Total \$734.50	Total \$747.50

Structure of the Course:

The course consists of nineteen (19) modules to be done online. The only pre-requisite is that a **member of the Association** or a **Licensed Insolvency Trustee employed in the Office of the Superintendent of Bankruptcy** must sponsor each student. CRA students are matched with supervisors in their departments. Once enrolled in the course, the student will receive online access to the course materials, including Competency Assessments. Each module requires completion of the corresponding Competency Assessment. Students must **achieve a minimum mark of 60% on each Competency Assessment prior to getting access to the next module.**

Course Materials:

The current course has been updated in July 2020. Students will be able to access the course material online once they receive their login credentials upon enrolment in the course.

Exam Policy and Fee Structure:

Once you have successfully completed the course requirements, you are eligible to write the final exam. The exam is offered on-demand, upon payment of a separate exam fee (see Table below). The exam is delivered through D2L and consists of 75 multiple-choice questions and must be completed in two hours in one sitting. The exam will be automatically marked by computer and there will be no appeals.

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A final mark of 60% is required to pass.

You should advise CAIRP's Education Programs Coordinator (benjamin.lecointre@cairp.ca) once you are ready to take the exam and pay for the exam attempt. Upon successful completion of the exam you will receive a Certificate of Completion.

If you are unsuccessful on the exam, you must arrange for another attempt at an additional fee.

The total period of time students may remain in the Course is **five years** since the date of their initial registration. The student must attempt the exam for the first time **within the first two years of their enrolment date**. If the student does not attempt the exam within the first two years of enrollment to the course, an exam deferral fee can be purchased and will give the student an additional six-month period to attempt the exam.

If the first attempt was unsuccessful, they may retake the exam as many times as they wish **within the successive three years**. Students who do not meet this condition must re-enrol in the course.

A separate exam fee will be charged for each exam attempt (as per the table below).

AB, BC, SK, MB (5%)	Quebec	ON (13%)	NB, NL, NS, PE (15%)
Exam Fee \$350.00	Exam Fee \$350.00	Exam Fee \$350.00	Exam Fee \$350.00
GST \$17.50	GST(5%) \$17.50	HST \$45.50	HST \$52.50
	QST(9.975%) \$34.91		
Total \$367.50	Total \$402.41	Total \$395.50	Total \$402.50

Additional fees:

- Exam deferral fees: \$50 + tax.

Keeping in touch with students and sponsors:

All students are requested to provide an **e-mail address** at the time of enrolment and to ensure this information is kept current. The Association will not be responsible for emails that are not delivered due to the selection of a **non-business email address**.

Resignation of Students and Transfer of Course Material

Students who cease employment with their sponsor will be considered as having resigned from the course since having a sponsor is a mandatory condition of enrolment. We would ask that sponsors notify the Association immediately of the departure of any student so we may then consider them resigned from the course and close their files.

Please note: that transfers to non-insolvency firms and requests to complete the course under a "former sponsor" will be automatically denied.

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Students who leave their employer, and join another **insolvency practice**, but have not yet completed the course and wish to continue their studies, must contact the Association immediately to organize the **transfer of their course**. An administration fee of **\$100 plus applicable taxes** will apply to all transfers of students between employers. Upon receipt of the administration fee, the student may continue their studies without interruption.

Please note: It is ultimately the decision of the sponsor as to whether the student may leave their employ “with” the course or if the course belongs to the firm – normally this depends on who pays for the course and the Association takes no part in this decision.

If a student should leave the employ of their sponsor and the sponsor keeps the course, the sponsor may apply to the Association to negotiate the **refund** of course fees or the **transfer of the course to another employee** provided the following conditions are met:

1. The firm must have paid for the original (departing) student’s course fees;
2. The application for a transfer or refund must be made **within 60 days of the original student’s enrolment date** (no exceptions will be made to this time limit) in writing;
3. A transfer of course materials from one employee to another will be allowed only once;
4. An administration fee of \$100 plus applicable taxes will be charged to the firm to allow the transfer of course materials to a new student.

Requirements for Admission:

The Insolvency Administration (IA) course is a nineteen-lesson correspondence course provided by the Canadian Association of Insolvency and Restructuring Professionals. The course deals with insolvency matters from an administrative perspective.

The course was developed by and is owned solely by the Canadian Association of Insolvency and Restructuring Professionals (CAIRP). The members of the Association developed the course to help educate their staff who fulfill the function of estate administration.

As such, admission is restricted to those persons who fall under one of the three following categories:

1. Employee of a Member of the Association;
 2. Selected employees of the Canada Revenue Agency, Insolvency Unit1;
 3. Employees of the Office of the Superintendent of Bankruptcy who are sponsored by a Licensed Insolvency Trustee.
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In the first case, the Member must sign a declaration that the individual is directly employed in their office in the role of estate administration and is not the employee of a third-party company or contracted credit-counselling firm. This course is not open to the general public and therefore persons in the latter case are not eligible to take this course.

There is no educational pre-requisite for the IA course nor is there a work-experience requirement although applicants may find it more useful to take the course after having worked for several months in an insolvency practice.

This course is not related to the Practical Course on Insolvency Counselling (offered through the CQP) for qualifying persons to do insolvency counselling. Please note that nothing in the IA course rules prevents qualified applicants from taking both courses simultaneously if their sponsor approves. Successful candidates of the Insolvency Administration Course receive a Certificate of completion and may apply to the Association for the [Insolvency Administrator Associate membership category](#).